

# PeopleSoft Agency Position Report Instruction

Revised - October 15, 2003



This **revised** instruction summary is being provided to add a screen missed in the previous instructions dated 10/8/03. You will find the screen on page 4 of this revision.

Another issue you may notice on your report is that 'Inactive' positions are listed. Positions are no longer deleted from the system, they are changed to 'inactive' status when no longer available for use. In the next revision of the report we'll eliminate those from the list but for now we have changed the Inactive positions to a 0 fte so that while they will list, they will not add to your 'Total BU/Dept Position FTE:'

One item you need to be aware of is that if you have a 'regular' position with more than one employee, it will be listed in the report twice and consequently counted twice in the Total Dept. Position FTE. That is one instance when the Total Dept. Position FTE may be overstated on the report. One possible solution is to add another position part-time (i.e. two 50% FTE positions instead of one 100% FTE). However, that should not be necessary when a single regular position is actually being shared by 2 employees. The project team will continue looking for a way to 'fix' the report rather than changing positions – Stand by for further developments.

## REQUEST AN AGENCY POSITION REPORT

Use the following navigation to 'State Position Status' and select 'Add a New Value' or if you have run this report before you can 'Search' or simply enter your 'Run Control ID'.

A screenshot of the PeopleSoft web interface for the 'State Position Status' report. The top navigation bar includes the PeopleSoft logo, a home icon, a help icon, and a sign out icon. Below the navigation bar is a breadcrumb trail: Home > Develop Workforce > Manage Positions > Report > State Position Status. To the right of the breadcrumb trail is a 'New Window' link. The main content area is titled 'State Position Status'. Below the title is a section 'Find an Existing Value'. This section contains a text input field for 'Run Control ID:', a checkbox for 'Spacer image', and two buttons: 'Search' and 'Advanced Search'. At the bottom left of the main content area is a link 'Add a New Value'. An arrow points from the 'Add a New Value' link to the 'Find an Existing Value' section.

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5 digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

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Home Home Help Sign Out

Home > Develop Workforce > Manage Positions > Report > State Position Status [New Window](#)

State Position Status

Add a New Value

Run Control ID:

Add

[Find an Existing Value](#)

In the following screen enter your 5-digit Business Unit. You will only get results for the Business Unit(s) for which you have security access. Then Click 'Run'.

**NOTE:** The 'system' currently seems to be placing a blank space in the Business Unit field. You may have to backspace to clear that blank in order to be able to put all 5 digits of your business unit in.

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Home Home Help Sign Out

Home > Develop Workforce > Manage Positions > Report > State Position Status [New Window](#)

Position Status Rpt.

Run Control ID: kip [Report Manager](#) [Process Monitor](#) Run

Company: ND

Business Unit:  ☐ Select All Business Units

Save Add Update/Display

The following screen shows the parameters for the report and the \*Format defaults to 'HTM'. The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

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Home Help Sign Out

Home > Develop Workforce > Manage Positions > Report > State Position Status [New Window](#)

**Process Scheduler Request**

User ID: lkptest Run Control ID: 1

Server Name: Run Date: 10/08/2003  
Recurrence: Run Time: 3:09:02PM  
Time Zone: [Reset to Current Date/Time](#)

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	State Agency Position Listing	NDSHR010	Crystal	Web	HTM

OK Cancel

DOC  
HTM  
PDF  
RPT  
RTF  
TXT  
WKS  
XLS

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

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Home Help Sign Out

Home > Develop Workforce > Manage Positions > Report > State Position Status [New Window](#)

Position Status Rpt.

Run Control ID: kip [Report Manager](#) [Process Monitor](#) [Run](#)

Company: ND  
Business Unit:   ☐ Select All Business Units

[Save](#) [Add](#) [Update/Display](#)

At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

Home > PeopleTools > Process Monitor > Inquire > Process Requests

Process List | Server List

View Process Request For

User:  Type:  Last:  Days

Server:  Run Status:  Instance:  to

☐ View Job Items

View All First 1-2 of 2 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
9664		Crystal	NDSHR010	lkptest	10/08/2003 2:18:52PM CDT	Queued	<a href="#">Details</a>
9663		Crystal	NDSHR010	lkptest	10/08/2003 1:45:02PM CDT	Success	<a href="#">Details</a>

[Go back to State Position Status](#)

Process List | [Server List](#)

At this Process Detail screen, click on "View Log/Trace" to get the next screen with the report file name.

Home > PeopleTools > Process Monitor > Inquire > Process Requests

Process Detail

Process

Instance: 10052 Type: Crystal

Name: NDSHR010 Description: State Agency Position Listing

Run

Run Control ID: kip

Location: Server

Server: PSNT

Recurrence:

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time

Request Created On: 10/14/2003 2:50:08PM CDT

Run Anytime After: 10/14/2003 2:50:05PM CDT

Began Process At: 10/14/2003 2:50:12PM CDT

Ended Process At: 10/14/2003 2:50:57PM CDT


Actions

[Parameters](#) Transfer


[Message Log](#)

Batch Timings

[View Log/Trace](#)



Report/Log Viewer



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**Instance:** 9664

**Name:** NDSHR010

**Status:** Success

**Server:** PSNT

**Type:** Crystal

**Run Cntl ID:** kip

**Submitted By:** lkptest

**Recurrence:**

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### State Agency Position Listing

Name	Size	CreationDate
<a href="#">Message Log</a>	0 bytes	Wed Oct 08 14:20:49 2003
<a href="#">NDSHR010_9664.PDF</a>	74378 bytes	Wed Oct 08 14:20:50 2003

[illegible]